



Oklahoma Qualification System for ICS Positions

Qualification Packet Submission Instructions

Certification Requirements

Individuals seeking qualification, certification, and credentialing in a NIMS Incident Command System Position pursuant to the Oklahoma Qualification System for Incident Command System Positions must meet the Position Qualification Requirements for that position which are found in Appendix A – Position Descriptions and Qualification Requirements.

To submit an ICS Position Qualification Application please follow the below steps:

Step 1 - Application

Complete the ICS Position Qualification Application. Ensure the application is complete and all requested information is provided.

Step 2 – Supporting Documentation

Gather supporting documentation and compile your Qualification Packet. **Please do not include any extraneous documentation**; it creates confusion and slows the process down. Additional documentation will be requested, if needed.

Step 3 - Review

Have someone review your ICS Position Qualification Application and Qualification Packet (supporting documentation) to make sure you have not overlooked anything, and it is a complete packet. Some recommended reviewers could be:

- Your supervisor or boss
- If you are a member of an IMAT or IMT have your team coordinator or team program manager review it
- Another individual qualified, certified, and credentialed in your ICS position
- Another individual qualified, certified, and credentialed in any ICS position
- NIMS ICS Instructor

Step 4 – Create PDF

Create a single PDF document that contains the ICS Position Qualification Application and Qualification Packet (supporting documentation). **Please make sure all pages are right side up and oriented in the same direction.**

When naming your document please use the following naming convention:

Applicant's Last Name_Applicant's First Name_ICS Position Title_QualificationPacket

Example: Barnes_Frank_PlanningSectionChief_QualificationPacket

Step 5 – Submit

Submit your completed Qualification Packet via email to frank.barnes@okohs.ok.gov. OKOHS staff will respond that your application has been received. Your Qualification Packet will be reviewed at the next meeting of the Qualification Review Board (QRB).



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ICS Position Qualification Application

Complete all six sections of the ICS Position Qualification Application. Ensure the application is complete and all requested information is accurate. Please print legibly or type in the requested information.

Section I: Applicant Contact Information

ICS Position Seeking Qualification	
Applicant Name	
Sponsor Agency, Organization, or Employer	
Mobile Phone Number	
Email Address	
Mailing Address	
City, State, Zip	

Section II: Team Affiliation (IMAT or IMT)

Current IMAT/IMT Affiliation (If Applicable)	
Team Coordinator(s) or Team Program Manager's Name (If Applicable)	
If not on a team, then applicant's immediate supervisor's name & mobile phone number	



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Section III: Required Training

List all completed required training for the ICS position you are seeking qualification. Required training for each ICS position can be found in Appendix A – Position Descriptions and Qualification Requirements. If more space is needed, then attach additional sheets. Attach a copy of the training certificate for each completed course.

Date Completed	Course/Class Title	Location
	1. IS-100: Introduction to the Incident Command System, ICS-100	
	2. IS-200: Basic Incident Command System for Initial Response, ICS-200	
	3. ICS-300: Intermediate Incident Command System for Expanding Incidents	
	4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	
	5. IS-700: National Incident Management System, An Introduction	
	6. IS-800: National Response Framework, An Introduction	

Check here if additional sheet(s) are attached.



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Section IV: Experience - Record of Qualifying Incidents, Events, or Exercises

List qualifying incidents, events, or exercises at which you performed the ICS position for which you are seeking qualification. If more space is needed, then use and attach additional sheets. This list should match the ones found in your completed Position Task Book.

Name and Location – Incident, Event, or Exercise	Kind	Type	Position	Dates Engaged

Check here if additional sheet(s) are attached.

KIND: Enter whether it was a Full-Scale Exercise, Functional Exercise, Incident, Planned Event, or Job Duties (performed as part of day-to-day job duties).

Type: Enter the type of incident or planned event based on FEMA NIMS: Incident Complexity Guide (2021) – Type 1, Type 2, Type 3, Type 4, or Type.

Position: Enter the appropriate mnemonic or abbreviation for the ICS position you performed during the incident, event, or exercise.

Section V: Physical and Medical Fitness

Check the box of the physical/medical fitness level required for the ICS position for which you are seeking qualification. The required physical/medical fitness level for each ICS position can be found in Appendix A – Position Descriptions and Qualification Requirements.

- None Required
- Light – Required to attach supporting documentation of completion of appropriate National Wildfire Coordinating Group (NWCG) Work Capacity Test
- Moderate – Required to attach supporting documentation of completion of appropriate National Wildfire Coordinating Group (NWCG) Work Capacity Test
- Arduous – Required to attach supporting documentation of completion of appropriate National Wildfire Coordinating Group (NWCG) Work Capacity Test



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Section VI: Application and Supporting Documentation Checklist

Application

- ICS Position Qualification Application (This document)

Required Training

- Copies of training certificates for required training

Position Task Book (PTB)

- Copy of completed Position Task Book for the ICS Position

Experience - Incident, Event, or Exercise Evaluations and Record

- Copies of completed Incident Personnel Performance Rating (ICS-225) for each qualifying incident, planned event or exercise. **All sections** must be complete, and the form signed.
- Copies of completed Activity Logs (FEMA ICS-214) from assignments/deployments at qualifying incidents, events, or exercises.
- Copies of supporting documents from qualifying incidents, events, or exercises:
- ICS 203 Organization Assignment Lists from the Incident Action Plan
 - ICS 201 Incident Briefing Forms
 - Completed Incident Action Plans

Physical and Medical Fitness

- If required, copy of documentation showing successful completion of appropriate National Wildfire Coordinating Group (NWCG) Work Capacity Test

Section VII: Applicant Signature

I verify that my application and supporting documents are true, accurate, and complete. They meet the Position Qualification Requirements as stated in the Oklahoma Qualification System for ICS Positions.

APPLICANT SIGNATURE DATE

DATE